



# Hockey Canada Risk and Safety Management Resource Manual



## EVENT SANCTIONING

### Definition / Directive / Types

Sanctioned events take place within clearly defined parameters set out by your Branch and its constituents. These can include association, team and league scheduled practices, games, evaluations/tryouts and related activities. These activities, which would qualify as “normal” hockey program delivery, all fall within the scope of regular day to day operations of a minor hockey association, team and league and do not require specific sanctioning authority.

However, program extensions such as dry land training camps, exhibition games, fundraising and tournaments all require separate specific sanctioning or approval.

It is understood that in the course of annual programming many team, association, and league activities can fall outside what is considered to be normal programming. These kinds of activities usually occur away from the arena venue and in the surrounding community where opportunities exist to enhance the programs offered to our teams.

**The following are a guideline with respect to the sanctioning of events by Hockey Canada Branches. Please note that these are only tools to help you in your decision making process and do not supersede Branch sanctioning guidelines.**



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## Sanctioning Guidelines

Event	Notes & Conditions
<b>Administration</b>	
Ice and Facility Rentals	<ol style="list-style-type: none"> <li>1. Coverage only applies where agreement does not include a “Holds Harmless” clause. Where agreement includes such a clause, the burden of responsibility lies with the signor and not Hockey Canada.</li> <li>2. If the contract requires minor hockey to indemnify and hold harmless the municipality or facility owner, and if it does not contain a phrase limiting minor hockey’s responsibilities to claims arising out of minor hockey’s activities, then the following should be added to the indemnification and hold harmless section of the agreement:   <b>“Except claims arising from the negligence or responsibility of the lessor/ municipality or facility owner”.</b> </li> </ol>
Team Bus Rentals	<ol style="list-style-type: none"> <li>1. Would cover our members only</li> <li>2. Would not cover driver or the bus itself</li> <li>3. Ensure bus company has appropriate liability insurance</li> <li>4. Ensure drivers are appropriately licensed</li> <li>5. Bus should only be used for team related travel</li> </ol>



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<p>Guest coaches on or off ice</p>	<ol style="list-style-type: none"> <li>1. Must carry their own liability insurance, will not be covered by Hockey Canada unless registered with the Branch. They should be asked to produce a certificate of liability.</li> <li>2. Coaches should be screened as per Branch requirements.</li> </ol>
<b>On-Ice Events</b>	
<p>Exhibition Games (including international)</p>	<ol style="list-style-type: none"> <li>1. Must be sanctioned by the Branch;</li> <li>2. Both teams must be properly registered;</li> <li>3. Full equipment is to be worn;</li> <li>4. Registered officials must be used to officiate;</li> <li>5. Where a game is between a male and a female team body checking is not permitted.</li> </ol>
<p>Use of outdoor rinks for games and practices</p>	<ol style="list-style-type: none"> <li>1. Must be approved by Branch/association</li> <li>2. Ensure ice and boards are in safe condition</li> <li>3. Involves member players only</li> <li>4. All association and Branch guidelines for usual games and practices must be followed.</li> </ol>
<p>Teams travelling to the USA and internationally</p>	<ol style="list-style-type: none"> <li>1. Must be approved by the Branch</li> <li>2. Opposing teams must be registered with Federation of country visited</li> <li>3. Full equipment must be worn</li> <li>4. Team should purchase travel insurance ensuring that the policy covers sports injury.</li> </ol>
<p>On-Ice Team Pictures</p>	<ol style="list-style-type: none"> <li>1. Ensure area set up prior to</li> </ol>



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	<p>players lining up</p> <ol style="list-style-type: none"> <li>2. If possible take picture against bench area.</li> <li>3. Players come off bench right into picture staging.</li> <li>4. Players should not be allowed to skate around without a helmet.</li> <li>5. Action shots without helmets are not permitted.</li> </ol>
Skate-a-Thons	<ol style="list-style-type: none"> <li>1. We cover our members only</li> <li>2. All players must wear helmets, full facial, neck guards, elbow pads and hockey gloves.</li> <li>3. No hockey is permitted, skating only.</li> </ol>
Canada's National Team	<ol style="list-style-type: none"> <li>1. These events are conducted under the guidelines of Hockey Canada and the Branch hosting the event.</li> </ol>
Celebrity Hockey Games/Benefit Games	<ol style="list-style-type: none"> <li>1. Only with respect to insuring the players and volunteers that are registered with the Branch.</li> <li>2. Games should be non-contact.</li> <li>3. A contract or agreement with the celebrity team which includes a request for a certificate of liability should be considered</li> <li>4. We will not cover non Hockey Canada participants such as the celebrities.</li> </ol>
Tournaments	<ol style="list-style-type: none"> <li>1. Must be sanctioned by the Branch</li> </ol>
Canadian University and College Teams' / High school hockey	<ol style="list-style-type: none"> <li>1. Participants must be registered within the Branch and off-ice team activities would require sanctioning by the Branch.</li> </ol>
Hockey Canada Teams vs USA Hockey	<ol style="list-style-type: none"> <li>1. Must be USA Hockey sanctioned</li> </ol>



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Teams	teams
Exhibition games involving CIS, NCAA, and OCAA teams	<ol style="list-style-type: none"> <li>1. Must be sanctioned by the Branch</li> </ol>
Summer Evaluation & Conditioning Camps	<ol style="list-style-type: none"> <li>1. Only if approved by Branch.</li> <li>2. All aspects of the camp would have to be submitted to the Branch to ensure that all players and personnel are registered within the Branch and that all conditioning activities are stated on the request for insurance.</li> <li>3. Activities such as Under 17 camps are approved.</li> </ol>
Three on Three Hockey	<ol style="list-style-type: none"> <li>1. Must be approved by the Branch</li> <li>2. Players must wear full equipment</li> <li>3. Proper supervision necessary</li> </ol>
Minor Games Between Periods at Junior Games	<ol style="list-style-type: none"> <li>1. Must be approved by the Branch</li> <li>2. Players must wear full equipment</li> <li>3. Proper supervision necessary</li> </ol>
<b>Off-Ice Events</b>	
Fundraising or year-end event (i.e. banquet, auction) without alcohol.	<ol style="list-style-type: none"> <li>1. Specific details of the event should be outlined on the request for insurance.</li> <li>2. The event must be solely organized by the team or association.</li> <li>3. Food being catered and/or prepared by a reputable caterer or restaurant is acceptable</li> <li>4. Potluck formats will not be considered. The event itself will be covered but not the food service in this case</li> </ol>



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Fundraising or year-end event (i.e. banquet, auction) with alcohol.

1. Facility ownership must be responsible for the serving of alcohol.
2. Facility ownership must obtain all required permits to buy and sell alcohol.
3. Events being held on a continuous basis will not be considered.
4. Proper security measures should be taken.
5. Bartenders should have training such as “SMART SERVE”
6. Events involving minors will not be considered.
7. Spouses and non-members are not covered under HC insurance
8. Food being catered and/or prepared by a reputable caterer or restaurant is acceptable
9. Potluck formats will not be considered. The event itself will be covered but not the food service in this case

Dryland Training for registered participants/ Conditioning Camps for registered participants

1. As approved by the Branch – all activities would have to be submitted to the Branch to ensure that all players and personnel are registered within the Branch and that all conditioning activities are stated on the request for insurance.



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	<ol style="list-style-type: none"> <li>2. Other sporting activities such as basketball and soccer are not acceptable activities as the Hockey Canada insurance policy is not designed to cover other sports. <b>Note that floor hockey is acceptable assuming players are wearing helmets, facemasks, gloves and elbow pads.</b></li> <li>3. All activities must be low risk in nature.</li> <li>4. Leaders with knowledge in this area are recommended. Proper risk management must be incorporated into all dryland activities!</li> </ol>
Chuck a Puck fundraisers	<ol style="list-style-type: none"> <li>1. Use soft rubber pucks only</li> <li>2. Only cover our members</li> <li>3. We do not insure prizing.</li> </ol>
Development Seminars.	<ol style="list-style-type: none"> <li>1. This is a direct approved function of the Branch and directly related to the activities of the Branch and the playing of the sport. These events would be sanctioned.</li> </ol>
Mall Display and/or Mall Registration Booth.	<ol style="list-style-type: none"> <li>1. Requires appropriate adult supervision if players are involved.</li> <li>2. Any mall contracts should be reviewed for hold harmless clause.</li> </ol>
Gambling, Lotteries (50/50, Raffle Tickets, Hockey Pools).	<ol style="list-style-type: none"> <li>1. Requests for insurance should include all activities related to selling of the tickets and supervision if applicable.</li> <li>2. Activity must comply with municipal and provincial</li> </ol>



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	<p>legislation.</p> <ol style="list-style-type: none"> <li>3. We only insure our members as they sell the tickets, pool squares etc. We do not insure the lottery itself.</li> <li>4. Prizing cannot involve alcohol.</li> </ol>
<p>Door-to-Door Selling, personal fundraising, cookies, candy bars, etc.</p>	<ol style="list-style-type: none"> <li>1. Door-to-door sales are permitted only with appropriate adult supervision to reduce the risk of young players entering the homes of unknown persons.</li> <li>2. Requests for insurance should include all activities related to the event including times, dates, and type of supervision if applicable.</li> </ol>
<p>Snack Bar, Concessions.</p>	<ol style="list-style-type: none"> <li>1. Snack Bar operators should be appropriately trained.</li> <li>2. Registered participants under the age of 16 are not permitted to use deep fryers.</li> <li>3. Deep fryers must comply with local fire code and inspections.</li> <li>4. Contract should be reviewed for hold harmless clause (see ice and facilities rental above)</li> <li>5. Ensure proper adult supervision and risk management steps are in place</li> </ol>





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<p>Parades – walking or riding on floats</p>	<ol style="list-style-type: none"> <li>1 As long as the person/organization running the float has proof that the float is insured than this would be acceptable.</li> <li>2 The players would also be insured if walking in the parade, however it must be made clear that we only insure our players and not the parade.</li> <li>3 Appropriate adult supervision required</li> </ol>
<p>Bottle drives, tree sales, donation drives, shoe shines, car wash,</p>	<ol style="list-style-type: none"> <li>1. Requires appropriate adult supervision and risk management to prevent injury to participants.</li> <li>2. Requests for insurance should include all activities related to the event including times, dates, and supervision if applicable</li> </ol>
<p>Snow shoveling/Leaf Raking</p>	<ol style="list-style-type: none"> <li>1. No mechanical devices such as snow blowers or leaf mulchers allowed</li> <li>2. Adult supervision if going door to door</li> </ol>
<p>Bingos</p>	<ol style="list-style-type: none"> <li>1. These are acceptable taking into consideration the selling of alcohol and Provincial laws.</li> </ol>
<p>Skating on rivers/ponds</p>	<ol style="list-style-type: none"> <li>1. Before being considered there would have to be very specific guidelines with respect to safety and risk management including an Emergency Action Plan and adequate adult supervision.</li> <li>2. It is suggested that the parameters around the activity be closely reviewed prior to this type of event being sanctioned including requirements for ice thickness.</li> </ol>



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<p>Adult Recreational Hockey/In-Line Hockey</p>	<ol style="list-style-type: none"> <li>1. If the teams are registered with the Branch they would be insured</li> </ol>
<p>Private Hockey Schools</p>	<ol style="list-style-type: none"> <li>1. Private hockey schools are not members of Hockey Canada/the Branch. Insurance coverage cannot be extended even in cases where the local association wishes to coordinate a summer hockey school.</li> </ol>
<p>Equipment Exchanges</p>	<ol style="list-style-type: none"> <li>1. Cover our members only</li> <li>2. Re sale of helmets or facial protection not allowed</li> </ol>
<p>National Hockey League (NHL) and other professional players participating in an event/practice/includes NHL guest coaches.</p>	<ol style="list-style-type: none"> <li>1. Professional salaries are very high and an accident could be very costly.</li> <li>2. Players would be permitted to participate in autograph sessions, awards presentations, and appearances however would not be covered under HC insurance</li> <li>3. Players would not be covered for any activity on the ice. The only exception would be those Major Junior players that have played that year on a Major Junior team. If player or coach is on ice they should produce a certificate of liability.</li> <li>4. A contract or agreement with the celebrity which includes a request for a certificate of liability should be considered</li> </ol>
<p>Off ice team activity that includes siblings and parents (e.g. in hotel while at tournament)</p>	<ol style="list-style-type: none"> <li>1. Will cover our members only</li> <li>2. Must be a team event, we will not consider insuring activities done as a family or group of families</li> </ol>



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<p>Team events at private residences</p>	<ol style="list-style-type: none"> <li>1. Hockey Canada will not cover events at a private residence including off-ice training and team parties.</li> </ol>
<p>Running Food Concession at Fairs, storefronts etc.</p>	<ol style="list-style-type: none"> <li>1. Food must be supplied by professional supplier</li> <li>2. If players involved adult supervision is necessary</li> <li>3. If BBQ or deep fryer being used adults must cook</li> <li>4. All health code requirements must be met</li> <li>5. If on private property liability insurance of property owner should be confirmed</li> <li>6. Any contracts should be reviewed for hold harmless clause prior to signing (see ice and facilities rental above)</li> <li>7. Sales in front of liquor stores or non- reputable businesses not permitted.</li> </ol>
<p>Frozen Food Sales</p>	<ol style="list-style-type: none"> <li>1. Must be properly overseen by adults to ensure food is stored and delivered properly.</li> <li>2. Frozen food must be prepared by a professional company.</li> </ol>
<p>Pool Tables/Ping Pong</p>	<ol style="list-style-type: none"> <li>1. Proper supervision required</li> <li>2. Eye protection for ping pong</li> <li>3. Alcohol should not be available if minors involved</li> </ol>



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The Definite “NO” List (HIGH RISK)	Comments
Road Blocks/Roadside cleanup	1. Considered high risk events.
Non-Hockey related activities	1. Hockey Canada insurance not designed to cover non hockey related activities.
Car Rallies	1. Considered high risk events.
Community Festivals	1. Community Festivals will likely have their own insurance. Hockey Canada will not cover the event; <b>rather provide coverage for registered hockey participants only.</b>
Other Sport Activities . Examples include: <ul style="list-style-type: none"> <li>• Ball Hockey or street hockey</li> <li>• Slo-Pitch</li> <li>• Basketball</li> <li>• Soccer</li> <li>• Baseball</li> <li>• Bowling</li> <li>• Golf</li> </ul>	1. Hockey Canada insurance is not designed to cover other sporting activities.
Concerts	1. High risk event, often involves alcohol being served and there is a large concentration of people.
Wood-Splitting	1. High Risk Event
Grass cutting	1. High Risk Event
Bon Fires	1. High Risk Event
Teen dances with no alcohol	1. High Risk Event
Tobogganing Parties	1. High risk Event
Dunk Tanks	1. High Risk Event
Team assisting with putting up Christmas lights	1. High risk event



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Rock Climbing	1. High risk event
Laser Tag	1. High risk event
Blueline Club, Canteen, Beer Tent	1. If these are ongoing initiatives as opposed to a one-time event they should not be considered. Separate insurance should be obtained for these initiatives.
Non-Sanctioned Summer Hockey – Camps, Practices, Leagues	1. These leagues are required to obtain their own insurance.
Any lease agreement with a clause that transfers the financial burden to the team for facility negligence. (see page 2 for details).	1. Our insurers are not prepared to take responsibility for accidents that occur beyond scope of hockey related activities.
Dances (as fundraisers for players or parents).	1. Issues are many with this type of event including under aged drinking, fights, lack of security
Swimming or water activities such as tubing	1. Water activities considered high risk and cannot be sanctioned
Exhibition games involving non-registered participants (including parents , siblings and outlaw leagues).	1. Hockey Canada stipulates that teams are covered only when playing other member teams.
Bake Sales and Pot Luck Dinners	1. Lack of control over food preparation 2. Food allergies



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## **Proof of Insurance**

Often local Minor Hockey Associations are asked to provide a “proof of insurance” to those renting the ice/facility. Proofs of insurance requests are also often requested for dry land training or other low risk events. Specific details as to why the request is being filed should be noted in the initial request to the Branch. This should include specifics with respect to the activities that will be participated in.